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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
 VIA : Chief, Operations School  
 FROM : Chief, Headquarters Training

DATE: 2 November 1960

SUBJECT: Weekly Activities Report No. 44  
 27 October - 2 November 1960

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ITEMS

a. Clandestine Services Review: The schedule of the Clandestine Services Review course for 28 November is being prepared. No significant changes are being made. We are adding some time for the Commercial Staff at the request of [REDACTED] and we plan to retain a spot for the W Division in the underdeveloped areas portion of the program. Thirty-four students are registered. Twenty-two are DD/P returnees. Three of the students are nominees to service schools. With about three weeks remaining before the close of registration we are aiming for an enrollment of forty-two.

b. CI Operations: CI Operations course, in the third and final week, is progressing satisfactorily. The CI Staff, at the behest of [REDACTED] and with the concurrence of [REDACTED] has begun the work of sanitizing and getting clearances for release to OTR of four double agent cases to be used in the CI Operations course. [REDACTED] plans to meet next week with the CI Working Committee to complete arrangements for the proposed CI Operations course.

Fourteen members of the CI Staff attended the showing of the movie "Operation Abolition" which was arranged by [REDACTED] on 27 October.

c. Information Reporting, Reports, and Requirements: [REDACTED] a case officer at headquarters on TDY between [REDACTED] tours, completed his assigned period of tutorial training in Information Reporting, Reports, and Requirements on 28 October. [REDACTED] who was preparing herself to put information reports into final form on an overseas assignment from NE [REDACTED] finished tutorial training on the same day. One week of the training, October 24-28, was partly with the regular IRRR class. By and large [REDACTED]

performance was satisfactory. Unless he develops a sense of self-discipline, however, he will continue in such basic faults as the tendency to jump to conclusions, to generalize on a flimsy base of insufficient observed details, to flit from momentary interest to momentary interest, and to make too many errors in his writing.

██████████ showed herself to be a neat and orderly typist, to be capable of writing clear English, and to be able to handle the mechanics of standard information reports format. Throughout briefings and talks that attempted to get at thinking behind the mere mechanics of practices, she slept prettily.

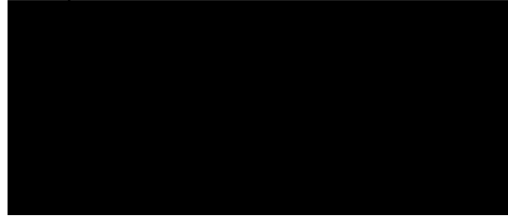
In the regular IRRR course, ██████████, chief of reports, ██████████, led the basic discussions on the subject of requirements. She substituted for members of ██████████ staff in FI/██████████ when he found them short of the necessary time.

██████████ Deputy Chief, FI/██████████ called to tell me that the staff continues to search for a qualified instructor in reports. Recently a machine run was made of personnel qualified in reports and a tabulation of the run will be made available to us.

d. Scientific and Technical Operations: ██████████ training officer for OCR/Industrial Register inquired about the suitability of the S&T course for OCR personnel. It appears that ██████████ Assistant Director, Central Reference is seeking a course or courses for the training of OCR personnel in Industrial Recognition. ██████████ that the S&T course in its present form was geared to the needs of Clandestine Services case officers and restricted because of the operational instruction. While the course itself and the field trips provide some familiarization in industrial recognition the course is not specifically geared to problems in industrial recognition or to meet the needs of OCR personnel. I understand that none of the schools in the intelligence community gives such a course. At one time the Air Force did give a course in Industrial Recognition but it was cancelled in 1955.

III. ADMINISTRATIVE

I plan to be away on Tuesday, 8 November to exercise the privilege of voting in Pittsburgh, Pa. Pennsylvania is a key state in the coming elections and the polls show it is up for grabs. I trust my vote will decide the issue. The newspapers on 9 November will carry the results.



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